



# **EUROPE AREA EMPLOYEE GUIDE**

**G E R M A N Y**

**November 2012**

THE CHURCH OF  
**JESUS CHRIST**  
OF LATTER-DAY SAINTS

## **WELCOME!**

We are pleased to welcome you as an employee of The Church of Jesus Christ of Latter-day Saints, here in Germany. The Area Offices are located at Porthstrasse 5-7, 60435 Frankfurt am Main.

We are grateful that you are willing to use and develop your talents, skills and gifts in building the Lord's kingdom. This requires commitment and dedicated service. Building the kingdom of God and focusing your work to ultimately provide excellent service to members, leaders and friends of the Church is both an opportunity and a necessity. The Lord needs our hearts, minds, and best efforts in serving others well. When you provide such service, you qualify for the Lord's choicest blessings.

Many other blessings come from Church employment. Consistent with gospel principles, the Church recognizes your willing dedication and will reward you through a fair compensation plan. You are also provided with benefits designed to help provide security for both you and your family.

This Guide includes matters pertaining to your employment relationship with the Church and provides some additional information to help get settled in this country if coming for the first time. If you have any questions which are not answered in this document, please check with your supervisor or the Human Resource Department.

We hope that you will enjoy working for the Church and that your assignment will be rewarding and fulfilling.

Sincerely

Human Resources Manager  
Europe Area

Your supervisor is: \_\_\_\_\_

Contact details:

Location

Phone

Email

If you are moving to Germany for the first time a colleague will also be assigned as your 'Mentor' to assist you with everything: to find accommodation, to get registered, open a bank account, get licensed, connect utilities, select schools, doctors etc, everything to ensure your transition and settling to a new country is facilitated and progresses as smoothly as possible.

Name:

Phone:

Email:

## WHAT IT MEANS TO BE A CHURCH EMPLOYEE

What Is Expected From You		What You May Expect
<ul style="list-style-type: none"> <li>• Conduct your life both at work and away from work to the highest standards of Christian conduct.</li> <li>• Be worthy of a temple recommend at all times.</li> </ul>	<b>SPIRIT</b>	<ul style="list-style-type: none"> <li>• A work environment where Heavenly Father's Spirit is sought and felt.</li> <li>• The attitude, language and dress of your co-workers will be appropriate for a Church work environment.</li> </ul>
<ul style="list-style-type: none"> <li>• Honesty and integrity in all aspects of your employment</li> <li>• Avoid conflicts of interest</li> <li>• Comply with all laws and government regulations applicable to your job.</li> </ul>	<b>INTEGRITY</b>	<ul style="list-style-type: none"> <li>• Never to be asked to do anything that is illegal or unethical.</li> <li>• Our goal—building the Kingdom of God—does not justify or excuse illegal or unethical behavior.</li> </ul>
<ul style="list-style-type: none"> <li>• Meeting or exceeding the requirements for your job, giving your best, on a consistent daily basis.</li> <li>• Accepting personal accountability for the results you obtain as you constantly stretch your goals.</li> </ul>	<b>PERFORMANCE And ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>• Clear expectations for your performance.</li> <li>• Resources and authority to perform your job.</li> <li>• Feedback on your performance will be honest, highlighting both your successes and areas for improvement, delivered in a kind and caring manner.</li> </ul>
<ul style="list-style-type: none"> <li>• Speak up—either when you have ideas for improvements or when you see unethical, illegal, or inappropriate behavior by others.</li> </ul>	<b>OPENNESS</b>	<ul style="list-style-type: none"> <li>• To have your thoughts and ideas received with respect and due consideration, even when those ideas may not be adopted.</li> </ul>
<ul style="list-style-type: none"> <li>• Embrace and adapt to changes that come as the Church improves the manner in which it accomplishes its work.</li> </ul>	<b>CHANGE</b>	<ul style="list-style-type: none"> <li>• Leaders who encourage and expect employees to provide thoughtful and new ideas to improve the work of the Church.</li> </ul>
<ul style="list-style-type: none"> <li>• Accept responsibility for keeping your skills and abilities current.</li> </ul>	<b>GROWTH</b>	<ul style="list-style-type: none"> <li>• Opportunities for growth and development, including opportunities and expectations to expand your skills and abilities.</li> </ul>
<ul style="list-style-type: none"> <li>• An honest day's work, giving full measure of your effort.</li> </ul>	<b>COMPENSATION and BENEFITS</b>	<ul style="list-style-type: none"> <li>• A compensation and benefits package which is based on market conditions and which acknowledges and requires an element of consecration.</li> </ul>

## **FIRST TASKS TO BECOME RESIDENT AND REGISTERED IN GERMANY**

You need to have a residence (local address) to become registered and in order to open a bank account. You need a bank account in order to be paid by the Church. The first few pages below address these and other directly related issues. Thereafter information is largely provided under alphabetic titles.

### **Housing – Renting or Buying**

Approximately 60% of the population rent their accommodation (home) with the balance being home owners. Housing can be found through a real estate agent, by consulting the newspapers or through colleagues or friends. There is also a very good website to search for properties to rent (Mieten) or buy (Kaufen) -

[www.immobilienscout24.de](http://www.immobilienscout24.de)

### ***Renting a home - Information***

In the case of the real estate agent, a fee amounting to no more than two months' rent can be charged. The main newspapers to consult when looking for housing are the "Frankfurter Rundschau" on Friday afternoons or "Das Inserat". Most apartments and houses are unfurnished and, in the majority of cases, do not include anything except the four walls and electrical sockets. Even the kitchen sink may have to be provided by the new tenant. However, what you provide/buy is obviously yours and can be taken with you when you leave!

The rent is paid monthly in advance. A deposit amounting to at least three months' rent has to be paid at the beginning of the lease. Utilities are normally paid monthly as a lump sum in addition to the rent and cover such items as water, chimney sweep, taxes, garbage collection, elevators, janitor and insurance. A yearly statement is prepared and you will receive a refund for any surplus payment and a request for more money if you haven't paid enough.

Charges for telephone and electricity are normally paid directly by the tenant to the telephone or electricity company.

When you view an apartment or house, it is advisable to take someone with you who speaks German and who is not a member of your family and who could serve as a witness should there be any problems later in proving what was discussed.

When you move into your apartment or house, go through it with the landlord and make a list of all items that need to be repaired or taken care of. You may wish to take pictures of each room/facilities. Ensure there is a complete and co-signed list of all items including the condition. Be advised to follow the same process when you leave.

If possible, avoid a long-term contract for a fixed period. Normally, landlords try to have tenants commit to a lease for two or three years. Try to reduce this fixed period to one year with an automatic renewal for additional periods of one year. The ceiling for rent increases in most apartments is established by law.

You are advised to purchase some household insurance: see under **Other Insurances**

For a small fee, you can become a member of the Tenants' Protective Society (Mieterschutz-Verein) and receive legal advice on any major housing question.

### ***Buying a home - Information***

The major difference in buying or renting is that buying tends to be ‘more permanent’ – so the selection and decision process is clearly more important. Where and what will matter more if buying ... you can more easily move again if only renting!

As with renting there are some formal processes and especially the requirement for formal legal representation. However, this is usually a ‘shared’ function in Germany: the seller and purchaser meet with the legal representative and discuss/agree/sign the sell/buy document together.

Other fees include local town hall registration of the sale/purchase. If a Real Estate Agent was involved the *buyer* pays – this can be a significant cost. There will also be a ‘Ground’ fee based on the square meters (m<sup>2</sup>) of the land being purchased.

Depending on the circumstances the ‘Handover’ may be simpler than renting though a similar approach is recommended. Be thorough in the viewing and identifying of any clear problems and agree what will be repaired/replaced prior to the sale. This should include the condition of the walls, windows, roof, heating system, garage, fences etc. One likely advantage of a purchase verses a rental, the bathroom and kitchen will normally have all of the usual facilities installed and remaining!

As you the buyer pays the Real Estate Agent he/she is legally ‘on your side’: they are responsible to advise you of any significant concerns and follow up with agreed actions prior to the sale/purchase.

The more thorough at this early stage the happier the move in! Be cautious – if there are problems that are evident there are likely problems that are less so. However, the present owner may wish to take the view that the property is being “bought as seen”, though do remember you are the buyer, so you obviously have the final decision.

### **Registration**

The Registration of a new resident is mandatory for everybody who wants to live in Germany. The person needs to go to the City Office (Bürgeramt or Rathaus) in the town he/she will reside. A valid passport is required and he/she needs to state the full correct address. All family members should be coming with their passports!

Then he/she will receive a Registration Paper which is in German called “Anmeldebescheinigung”. After that you can request other important documents: if he/she wants to work in Germany, claiming children allowance (Kindergeld), etc.

EU Citizens (except Bulgaria and Romania) don’t need a Residence and Working permit. But they do need to request a “Freizügigkeitsbescheinigung”. This is an EU Document which states that they as an EU Citizen are allowed to live and work in Germany.

Citizens from other countries need to go to the Immigration office of the city or county and follow certain procedures that HR will assist with.

## **Income Tax**

After registration, and when you have received a work permit (where applicable), you will need to obtain an income tax certificate (“Lohnsteuerabzugsbescheinigung”) from your local commune. This certificate shows your tax category (1-6) and the number of children for whom you should receive tax allowances (where applicable). If you have extremely high travel costs or a mortgage on your house in Germany, extra tax free allowances can be entered on your income tax certificate and will normally reduce your monthly tax deductions. The income tax certificate is an official government document which can only be changed by a government official and which remains with the employer for the period of time for which it is issued. Changes are permitted twice in a calendar year.

A tax return is completed by employees after each fiscal year. You should retain all receipts for any payments you have made which could be considered as tax deductible. Such payments may include language courses, text books, life insurance, literature on tax matters, donations for religious or political purposes, etc. If you are not sure whether something could be considered as tax deductible or not, retain all receipts just in case.

### ***Summary of Tax Categories***

- I Single, divorced, widowed or separated employees, with no children
- II Same as I with a child or children
- III Married, living with spouse and when spouse is not working or has class V, with or without children
- IV Married, living with spouse, both working, with or without children. Recommended when both earn around the same amount of money.
- V Married, both working, with or without children. Recommended when other spouse has class III and salary is higher.
- VI For a second job or when the employee does not present his original income tax certificate after a reasonable period of time.

At present, employees pay the normal income tax and an additional reunification tax. The reunification tax amounts to 7.5% of the amount of income tax paid.

### **Bank Account – see also the “Newcomers Guide” section titled ‘Money Matters’**

As your salary and most invoices which you will receive in Germany will be paid by bank transfer, a German bank account will be necessary. You will need your passport and at least Euro 5.00 when you open your account. You may open an account at a bank near your home or near the office.

Banking facilities include standing orders, V-Pay Cards (Debit Cards), Credit Cards, etc. If you have monthly or quarterly payments, you can have a standing order at the bank so that the bank pays for you automatically. A small annual fee is charged for this service. Insurance, electricity or gas companies may offer you the possibility of an automatic charge to your bank account for payment due to them. This is not unusual. The advantage is that the transaction does not cost you anything. You need, however, to make sure that your account has sufficient funds for such charges. Payments are normally made by bank transfer.

Banking facilities are also provided by the German Post Office (Postbank). Charges are generally lower than at banks. Postbank Offices are open Monday to Saturday.

### **Health Insurance**

When you enter Church employment in Germany, it is mandatory to have health insurance – you can choose any health insurance company from the many companies that are registered in Hessen. You also have the right to change the health insurance company during your employment with the Church. The time frame for changing your health insurance company depends on your status with the health insurance company. For details of when you can change, contact the HR Department.

### **Car Registration**

Once you have taken up residence in Germany, you should commence the paperwork for the registration of your car. This requires attendance at the Town Hall. If you are buying a new (used) car in Germany the retailer will assist you with some of the requirements though you will still have to register at the Town Hall.

When you obtain car insurance in Germany, indicate to the insurance company that you are an employee of a Körperschaft des öffentlichen Rechts. By doing so, you will be granted a special tariff which can result in a 20% discount. The insurance will ask you to have a form filled out and signed by your employer so that you can obtain this discount.

### **Driver's License**

European Union nationals continue with their driver's license without time limitation. Non European Union foreigners can drive on their national licenses for a maximum period of six months following their registration. Employees who hold a driver's license issued in the USA or any other Non-European Union country should not drive after having resided in Germany for six months unless he/she has obtained a German driver's license. ***Please be aware that obtaining a German driver's license will take between 6 weeks and 6 months!*** The HR department will help with the details.

### **Other Insurances**

#### ***Household***

You are advised to purchase household insurance to cover your furniture and everything else in your apartment or house against risks from fire, water, storm damage etc.

#### ***Liability***

You are advised to purchase a private liability insurance for any damages you or your children may cause. If you have a dog, you also need a special dog insurance. Both insurances are rather inexpensive and can cover for various amounts depending on the policy of the insurer.

### **Television License**

All those who reside in Germany and who have a radio or television in their home or car need to register with the Center for Television and Radio Fees. A fee is payable on a quarterly basis. Application forms are available at the local bank or post office. Payment can be made by bank transfer or automatic charge against your account.

**All of the above are tasks for every new employee arriving in Germany. Some employees will also need to address Education and Children's Allowance issues.**

**Education** – see also the “Newcomers Guide” section ‘Life-Long Learning’

In Germany it is mandatory for children to attend school until they reach the age of 18. Your children can attend the German public schools in the town where you reside. If your child has no previous knowledge of German, he may have to drop back a year or so until he can cope with the new language and with the new curriculum. A child under 10 years of age can normally pick up a working or classroom knowledge of German in a comparatively short time.

Primary education begins with the Grundschule (or Volksschule). This course normally comprises nine years, and this nine-year period represents the minimum compulsory education in Germany. Children aged 6 years can start attending the Grundschule. If they wish to specialize or plan to attend university, after four years of Grundschule (i.e. at age 10) they can transfer to one of the following types of secondary schools:

1. Hauptschule – These schools provide an education between 5<sup>th</sup> and 9<sup>th</sup> grade. The children can complete a 5 to 6-year course and then start an apprentice.
2. Realschule - Here children can complete a 6-year course which gives them the background for trades or professions not requiring university education. Subjects taught include mathematics, modern languages, chemistry, biology, history and art.
3. Gymnasium - These schools provide courses of eight or nine years which qualifies for entrance to university.
4. Gesamtschule – These schools include all the above mentioned schools and the students depending on their success will be able to move forward after 7<sup>th</sup> grade to one of the three schools types within the school.

You need to be aware that German schools provide tuition only for a few hours each day. The schools normally inform parents in advance of any changes in the timetable but, generally, parents of school-going children need to be prepared for such changes at short notice.

***Some of the International Schools - generally for children from 3 to 18 years***

Note: there are significant mandatory fees (some very high) to attend these schools.

The Frankfurt International School, FIS, is in Oberursel and another International School (near Frankfurt airport) known as ISF. The language of instruction is English.

There are French schools to the west of Frankfurt city and instruction is in French.

The Metropolitan School Frankfurt – 90% of the instruction is in English with a 1 hour German class every day. Provides the full International Baccalaureate IB.

Europäische Schule Frankfurt - also offers an international education program in English though increasingly for children of parents who work for a European Government institution.

**continued**



### **Kindergarten and Child Care Centers**

Children over 3 years of age can attend Kindergarten. The monthly fees include meals for the period of time which the children spend in the Kindergarten. Parents with low incomes can apply for a reduction. Applications for children to attend Kindergarten should be made as early as possible as there is normally a long waiting list. Information can be obtained at your local Town Hall (Rathaus). Child care centers are also available in many cities. Details can also be obtained at your local Town Hall.

### **Children's Allowance**

After you have registered with the city where you have your residence and have commenced employment, complete an application form for the children's allowance. The procedure can take several months before you receive the first money transfer.

The "Kindergeld" has to be requested at the "Agentur für Arbeit - Kindergeldstelle" in Frankfurt or Gießen, depending where you live. The amount is usually transferred to your bank account on the 18<sup>th</sup> of a month. The monthly allowance as of January 2011 is as follows:

First child	Euro 184,00
Second child	Euro 184,00
Third child	Euro 190,00
Fourth child	Euro 215,00
Fifth, sixth, etc.	Euro 215,00

## **OTHER GENERAL INFORMATION A - Z**

### **Accident and Disability Insurance**

The Church is required by law to take out accident insurance for each employee. This insurance generally covers employees while they are traveling to and from work and during working hours.

In addition to this insurance, the Church has taken out another insurance policy with a private insurance company. This also covers the employees 24 hours a day.

All accidents which occur to or from work and while on official business in Church buildings or elsewhere should be reported immediately to the Human Resource Department.

### **Confidentiality**

Quite often you will work with confidential material. Please keep such information confidential. If you have not been instructed to share such information with other, keep it to yourself. Your willingness to do so is essential to the success of our work. Failure to observe strict confidences is a serious breach of ethics and could seriously affect the Church as well as your employment.

### **Devotional**

Each Monday morning from 09.00 to 09.20 hrs, a devotional for all employees in the Porthstrasse building and in the Ober Erlenbach facility will be held. All employees are expected to attend.

### **Dressing Standard/Code**

Your dress, grooming, and behavior should be modest, professional, in good taste and in keeping with the values and standards of the Church. High standards of personal hygiene and cleanliness are expected.

For women, hair should be clean, neatly combed and attractively styled without extremes. Clothing should be neat and clean. The fit, style and skirt length of clothing should be modest. Athletic shoes are not appropriate.

Men should be dressed in conservative, professional attire that is neat and clean. Shoes should be in good repair. Hairstyles should be neat with hair length above the collar. Athletic shoes are not appropriate.

### **Driving in Germany**

Speed limits in Germany may be as low as 30km, usually 50 km, in built-up areas, and 70/80/110km even 130km on main roads (outside of built-up areas). There is a **recommended** speed limit of 130 km on the autobahn. Many go much faster! Speed cameras of various types are installed in many locations without any warning signs - though the speed limit is usually posted in advance. Speeding can be *very* expensive!

### **Emergency Situations**

During your orientation you will be shown where the emergency exits are, where the local first-aid kit and the procedure for emergencies are located in the office area.

If you identify an emergency please dial 2112 (Internal office number)

To contact external emergency services the number is 112 (eg Fire, Medical)

To contact the police the number is 110

### **Entertainment – see the “Newcomers Guide” section ‘Something For Everyone’**

Frankfurt is an international city with a population of almost 700,000 people. Of these about 200,000 are non-German.

### **First-Aid**

A first-aid box is available on each floor. For questions pertaining to first-aid, security or safety contact Reinhard Poes, Tel: 06172-492-761)

### **Garbage**

Garbage is divided into four categories: 1) paper for recycling, 2) glass bottles, 3) batteries and 4) everything else.

**Brown** containers beside each working station: For clean and recyclable paper only - not for used Kleenex, paper towels or plastic wrapping paper.

**Blue** containers in each department or on each floor: Glass bottles. Note: Glass bottles only, no plastic and no sheets of glass.

A **Red** container near copy machines on each floor: Used batteries only.

**Grey** containers with a plastic bag: Everything else not mentioned above, e.g., plastic wrapping paper, used paper towels, joghurt containers, leftovers, etc.

### **Handicapped Employees and Handicapped Representation**

Under German law, a representative for the handicapped is elected where there are at least five recognized handicapped employees. The representative has the assignment to represent the interests of the handicapped and to ensure that the laws and regulations pertaining to the rights of handicapped employees are adhered to. The handicapped representative for the German handicapped employees is Peter Meiser, Tel.: 06172-492811.

Applicants and employees who are handicapped, who have the same status as handicapped employees (Gleichstellung) or who have applied or could apply for recognition leading to a handicapped or equivalent status are to inform their supervisor and/or the Human Resource Department.

### **Holiday Schedule for Germany**

List of the approved holidays for Germany is available at the Human Resources Department.

### **Key Card/Chip**

Every Church employee receives a magnetic key card/chip. For security reasons, this should only be used by the person to whom it has been issued. As the front door will generally be locked, it is necessary that all employees take their key card/chip with them when they leave the building. The key card/chip allows the employee to enter the building Monday through Friday from 07.00 hours to 18.00 hours. Designated managers and members of the Area Presidency are generally able to enter the building at all times.

### **Kindergeld (see above Children's Allowance)**

### **Labor Laws**

All important labor laws are available in a reference edition in the Human Resource Department.

### **Libraries**

Each town, city or suburb of a city normally has a public library. As a resident in Germany, you may use public library facilities. You can obtain a library card by showing proof of residence and your passport/identity card. Some larger facilities have, in addition to books and magazines, video and audio cassettes, music sheets and language courses. The Frankfurt city library on the Zeil has over 50,000 English books as well as weekly and daily newspapers and magazines in several languages. Some cities have a special library for children and teenagers.

### **Mail**

Mail to be delivered to other Church locations in Germany and the remaining area should be in the mail room by 12 noon. Regular mail will be picked up at 3:00 p.m. and will be processed the same day.

### **Meal Allowance**

Each full-time employee receives a monthly meal allowance of Euro 51. This amount is subject to income tax and other deductions.

**Parking Lot**

The Area Presidency and DTA have assigned parking spaces. There is also one parking space allocated for handicapped employees. During normal office hours, these spaces should only be used by those to whom they have been allocated. The remaining parking spaces can be used on a first come first served basis.

**Pension Plan**

The Deseret Pension Plan for Germany is based on the current German law which requires an employee to have been employed by the Church for 4 years prior to leaving Church employment. The pension is then granted at the same time the employee receives his state pension. Details of the benefits of the pension plan are available in your personal copy of the plan.

**Personal Photocopies and Telephone Calls**

The charge for personal photocopies is 10 Cent per copy. Every month, you will receive a list of telephone calls made from your extension. The list shows the duration of each call and the cost. Check with your supervisor for the method of payment for personal photocopies and telephone calls.

**Personal Status**

It is essential that the Church as an employer have accurate records for each employee. You are requested, therefore, to inform the Human Resource Department of any changes in your personal status, e.g., address, telephone number, name, marital status, number of children, bank account number, etc.

**Promotions and Transfers**

When vacancies occur in Church departments, consideration is usually given to internal applicants. Consideration for transfer may be initiated at the request of management or at the request of an employee. Job openings are posted in each office building and copies are available from the Human Resource Department.

**Public Transportation**

Frankfurt has a good public transportation system consisting of subway, regional trains, streetcars and buses. The Regional Transportation Company Rhein/Main Area extends from Marburg in the north to Odenwald in the south. The Area is divided into 7 zones. Tickets can be bought for single trips or on a weekly, monthly or yearly basis. Tickets bought between 6.30 and 8.00 hrs and between 16.00 and 18.30 hrs include a surcharge (peak travel time).

**Reference Books**

The Human Resource Department has a small selection of reference books in English and German on non-legal employment issues which can be borrowed by employees. Subjects include leadership, motivation and human relations.

**continued**

### **Salary - Compensation**

The Church's compensation program is designed to compensate employees fairly and to maintain a pay position that is near competitive. A salary structure is established for each country and is reviewed annually. Compensation consultants provide us with information on salary market movements so that we can determine how our salary ranges compare to those salaries offered outside of Church employment. Your supervisor will periodically counsel with you regarding your progress in your work to recognize your accomplishments and to suggest areas for improvement. You and your supervisor will jointly establish work objectives and goals consistent with your job description. Your performance will be evaluated and your yearly salary increase will reflect your performance, relative to others doing similar work.

Your salary is paid by bank transfer around the 25th of each month for the current month, i.e. on 25 June for the month of June. The main deductions apart from income tax are as follows:

Health Insurance	(15,5%)
Care Insurance	(1.70%)
Retirement	(19.9%)
Unemployment	( 6.5%)

Please note: the employer pays usually 50% and the employee the other 50%.

(For information on income tax deductions, see the section above **Income Tax**.)

Each employee receives a 13th monthly salary as an additional payment for the period during which he or she had received payment by the employer. Half of the 13th monthly salary is paid with the June salary and half with the November salary. Should the employee not have been employed during the full preceding six months, he will receive only a prorated payment. This salary is subject to income tax and social insurance deductions.

### **Security**

Each employee is responsible for the security of office space, furnishing, equipment and supplies. He or she who opens a window is responsible for ensuring that it is closed and locked when he or she leaves. For security of data, lock away all computer disks before leaving the office each evening.

### **Supplementary Leave**

Supplementary leave is granted to all salaried employees in accordance with the Church's local policy. This leave includes, but is not limited to marriage and funeral leave and special leave when moving house. Contact the Human Resource Department for details.

**The following are repeated from the Contract of Employment for information**

**Annual Leave**

After an uninterrupted \*six-month period of employment, the employee may claim \*25 workdays per calendar year, or 28 workdays if the employee has worked for Employer for at least 10 years. (\*Pro rata if starting during a calendar year.)

Annual leave must be approved in advance by your supervisor and coordinated to ensure, as far as possible, sufficient coverage in your department.

**Attendance**

Regular attendance, punctuality and dependability are important in your work. If something prevents you from coming to work or causes you to be late, you should notify your supervisor or manager immediately. Frequent or unexcused absences or continued tardiness impede the work, place inappropriate burdens on others, and may require disciplinary action, which in serious cases could include termination.

Each employee is to complete his attendance record each day. The attendance record is to be reviewed and signed on a monthly basis by the supervisor. A copy of the attendance record is to be sent by the 5th day of the following month to the Human Resource Department.

**Conflicts of Interest**

You are responsible for ensuring that you do not engage in activities that could be considered a conflict of interest with your Church employment. This means that you should not use your Church employment in any way to further personal interests or do anything that could compromise your ability to accomplish your work. A review of any possible conflicts of interest takes place on an annual basis.

**Probationary Period**

The maximum probation period is six (6) months. During this time, both parties can terminate the employment relationship with two (2) week's notice. Your performance during the probationary period will determine whether you should be retained, transferred to another department or terminated. Your supervisor will provide whatever training you need in your new position so that you will understand what is expected of you. If you do not feel that you have enough information to accomplish your work assignment, ask your supervisor for clarification.

**Working Hours and 'Core Working Period'**

The working week is 40 hours which is 8 hours per day. Half an hour lunch break is mandatory by law. Employees in the Administration Offices in the Frankfurt Area work in accordance with the hours of work policy which allows the employees some flexibility in their working schedules in order to take care of personal matters. The core working period, Monday through Friday, is 09.00 - 15.30 hrs. All employees are expected to be at their work stations during this time unless they are on approved annual, sick or other approved leave or on business travel.

## **Brief History of Church Administration Offices in Frankfurt**

The Frankfurt Area Office in the Porthstraße was built in 1970 and was designed to house the Distribution Center and the Materials Management Offices.

The Europe Area was created in 1984 and covered all of Continental Europe, the Nordic countries, North Africa and the Middle East. It was divided in 1991 and the Europe Mediterranean Office was created in Thoiry, France. The Europe Mediterranean Area became responsible for the countries in Southern Europe, the Middle East and North Africa. At the same time, the Europe North Area took over the responsibility for the Nordic countries.

In 1994, a consolidation of the three Areas was announced, with the goal to increase service, to reduce costs and to position the Church for future growth.

In December 2001 the Areas were separated into the Europe Central Area and the Europe West Area. A Support Service Center was also created to better cope with the growth of the Church and the needs of the Area Presidencies.

In August 2008 the Europe Central Area and the Europe West Area were consolidated and the new Area's Administration Office was located in Frankfurt, Germany

The purpose of the Church Administration is to provide support in many areas of temporal, public affairs and legal counsel. This includes, but is not limited to, construction and maintenance of meetinghouses, financial services, public relations and the establishment of legal entities in each country in which the Church is operating or would like to operate in the future.

In addition to the Temporal Affairs, Public Affairs and Office of General Counsel which are located in Frankfurt, the Church has a Family History Center and further temporal services located in Bad Homburg (Ober Erlenbach) and at Service Centers, Facility Management Offices and Translation Offices at locations throughout Europe.

There are ten operating temples within the Europe Area - The Hague Netherlands, Madrid Spain, London U.K., Preston U.K., Frankfurt Germany, Freiberg Germany, Bern Switzerland, Stockholm Sweden, Copenhagen Denmark and Helsinki Finland. Further Temples are being progressed in Rome Italy, Lisbon Portugal & Paris France.

For the most part, the people we serve are priesthood leaders and members. Those we serve expect courtesy, efficiency and dependability from us, the employees of the Church. We have the sacred responsibility to ensure that excellent and prompt service is provided and that Church funds are used appropriately and in accordance with Church policies and procedures. As employees of the Church we are expected to be productive, honest and at all times to be good representatives of the Church and worthy to hold a temple recommend.